



Company: Apple Retail (through Volt)

Position: Administrative Assistant

Location: Cupertino, CA

Pay: \$14-17/hr

Team up with Apple Retail. Apple is one of the most influential technology leaders in the industry. Apple Retail is one of the fastest growing retailers in the world. The Retail organization makes a positive impact on the business with a focus on fueling innovation. Looking for quality individuals with integrity, personal accountability, teamwork, excellence, and proactive thinking. If you exemplify our values and want to be part of something big, you will be well served joining our organization. This Administrative Assistant position will primarily help support our global Retail Finance Purchase to Pay Team. As part of the Retail Team, this position will work closely with the global Retail Business and Shared Service teams. He/she must be detailed orientated with strong communication and organizational skills.

Roles and Responsibilities

- Manage an invoice mailbox, send out invoices for approvals, look up purchase orders, and check invoices for accuracy
- Scanning and filing invoices
- Participating with the business partners and suppliers to drive best finance practices worldwide
- Ensuring compliance with the Company's policies and procedures
- Bachelor's degree in Finance or Accounting preferred
- 0-2 years experience in Finance, Accounting or relevant field
- Ability to manage multiple tasks and adapt to a fast-paced and dynamic environment
- Demonstrated ability to build effective business partnerships
- Additional written and spoken language skills required - preferably Portuguese, Turkish or Italian. Other languages will be considered

If you would like to apply to this position, please contact your Applicant Coordinator: If your last name begins with A-K call 916-854-3881 and if your last name begins with L-Z call 916-854-3882.